

# Strategies for Success

## School District Energy Conservation Activities

### 11. Preventative Maintenance

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- ☐ Institute a simple preventative maintenance plan including as a minimum:
  - ☐ Maintain central heating equipment. Perform annual tune-up on furnaces, boilers and/or domestic hot water heaters as dictated by the owner's manual. This will maintain peak operating efficiency and lengthen service life.
  - ☐ Clean or replace furnace and air-conditioner filters quarterly or as needed. Use minimum 40% efficient filters.
  - ☐ Clean/vacuum air-conditioning condenser coils on refrigerators and comb condenser fins on all air conditioning equipment as needed.
  - ☐ Annually oil or grease pump and fan motors that have oil or grease fittings.
  - ☐ Exercise newer piping shut-off valves annually. For older valves it may be best to leave them alone, as exercising older valves may cause the valves to start leaking.
  - ☐ Compile a notebook containing maintenance procedures for all equipment.
  - ☐ Create a simple form or work order system for recording periodic, preventative maintenance activities.
  - ☐ Keep a record of all maintenance and repair expenses.

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*We're here to get you started, and see you through!*

#### **Rebuild Colorado**

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